



## **King County**

### **Finance and Business Operations Division**

Procurement and Contract Services Section  
Department of Executive Services

### **King County Procurement & Contract Services Dispute Review Board (DRB) Register Request for Qualifications**

King County is compiling a resume bank of potential Dispute Review Board (DRB) members which will be stored and referenced as the King County Dispute Review Board Register. The County may choose to incorporate a DRB into some of its upcoming construction contract documents. The County will use the DRB Register to identify potential board members. King County is interested in potential DRB members that have general and/or specialized expertise. Specialized areas include microtunnel construction, tunneling, geotechnical engineering, structural engineering, construction of shafts, design and construction of wastewater facilities (including treatment plants and pump stations), scheduling (including critical path method analysis), electrical, mechanical, plumbing, excavation/grading, etc.

The principal objective of a DRB is to assist in the resolution of claims that might otherwise result in litigation. The DRB is not intended to manage the contract. DRB members will consider matters submitted for resolution within the framework of the contract and its decisions shall be consistent with the contract terms and appropriate legal precedence. The DRB members may provide written advisory opinions.

It is not mandatory that you have prior experience as a DRB member. The County will consider persons with experience in the design, construction and/or legal fields.

Interested candidates are requested to submit a resume outlining relevant experience in the construction industry (including design) and with the preparation, defense, and/or resolution of construction claims. We are also interested in learning more about a potential member's technical experience with contract and construction law, and particularly experience in applying Washington law to construction disputes.

Supporting documentation to be submitted includes:

- Three references who are familiar with your work in areas relevant to serving as a DRB member
- Brief description of Projects where you served as Mediator, Arbitrator, or other type of alternate dispute resolution process.
- Brief description of each Project for which you served as a DRB member, including the name and phone number of the Owner representative, and which party (i.e. contractor, owner or designer) nominated you for participation on the DRB.
- Brief description of other Projects that demonstrate your qualifications to be a DRB member, or to provide independent review of construction projects.
- Proposed hourly fees
- Resume

Individuals selected as a DRB member will be required to enter into a contract with the County and contractor, which will include but is not limited to insurance requirements for automobile and general liability. The County will negotiate hourly fees, and direct, non-salary expenses. Depending on the circumstances, approved expenses for air travel, lodging and meals while on travel status may be reimbursed, but only in accordance with the then current King County travel policy.

Responding to this request does not guarantee that you will be contacted for an interview, be selected to serve as a member, or receive a contract. The County will not limit its selection of DRB members to those persons who respond to this advertisement. This advertisement is simply a mechanism to receive resumes and information on persons who are interested in being a DRB member. At such time that the County is establishing a DRB, the County may contact candidates to set up interviews.

Resumes and all supporting documents should be submitted to King County by June 1, 2005; however, please be advised the County will receive and consider submittal that arrive after that day. Please use the reference "King County DRB Register" on all correspondence. Any person interested in being considered for participation on King County DRBs should send a resume and supporting documentation to:

King County Procurement & Contract Services  
Attn: Jeremiah Sullivan  
821 2<sup>nd</sup> Avenue, 8<sup>th</sup> Floor  
Seattle, WA 98104

Questions regarding the DRB Register should be directed to Nora Huey at 206-684-2049.